

LOCAL RUNWAY SAFETY ACTION PLAN

Airport Name

Date of Meeting

Airport Statistics

FCT

FAA ATCT

Tower Hours of Operation

Number of FBOs

Flight Schools on airport

Type and number of airport ops

Attach current airport diagram

Attach RSAT meeting participant list

(preference for attachments is to append them to the .pdf file)

Incident History

Number of runway incursions since the last RSAT, runway incursion types, brief analysis of causal/contributing factors. This can be obtained from your regional runway safety office in preparation for the meeting and then copied here or shown as an attachment. Add any known facts, trends or analysis of the incidents.

Meeting Overview

Please provide an overview of the meeting, covering: who was there, who spoke to the group about what general topics, etc.

List Concern/Issue from Meeting Discussion

Briefly describe concerns, issues, or problems at the airport that were discussed at this meeting and then show the action item associated with this concern.

*These may include existing or anticipated problems. **If you have additional action items, please copy this page as many times as necessary to accommodate them.***

Describe Issue/Concern:

Add Action Item for possible mitigation:

POC

POC email

Estimated Completion Date

Describe Issue/Concern:

Add Action Item for possible mitigation:

POC

POC email

Estimated Completion Date

Best Practices

[Briefly list any best practices in place at this location that should be shared with other airports.]

Review of Previous Action Items

This should include a discussion of action items from prior RSAT meeting(s) including their current status and their effectiveness in the judgment of the team. This discussion may include action items that are still open or action items that were closed since the last regional or local RSAT meeting. This information should be obtained from your regional runway safety office and used as preparation for the meeting. Include them here or as an attachment with their current status and/or effectiveness.

Concurred by:

Date:

Airport Manager

Concurred by:

Date:

Manager, ATCT Facility

Approved by:

Date:

Runway Safety Program Manager

Attachment 1

Airport Diagram

In the 'Document' menu, select 'Replace Pages', and replace this page with a copy of your airport diagram.

Current airport diagrams can be found here:

http://www.faa.gov/airports/runway_safety/diagrams/

Attachment 2

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